

## PLANS EXAMINER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To consult with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the city; to review building plans and specifications for conformance to building codes and laws; and to assist in special investigations involving unusual applications of the building laws and codes.

### **SUPERVISION RECEIVED**

Receives direction from the Plans Examination Supervisor and higher level management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Review plans for conformance to codes and regulations with a primary assignment in one of the following disciplines: building, electrical or plumbing/mechanical.
2. Review specifications and calculations and consult with originator when needed to clarify or make corrections as necessary.
3. Authorize acceptance or rejection of building permit applications based on review.
4. Provide inspectors with notes on plans to assist them during inspections, and assist them by phone as necessary.
5. Provide assistance to the general public and home owner-builders with drawings, calculations and codes.
6. Participate in special investigations involving unusual applications of the building codes.
7. Maintain appropriate records; respond to inquiries directed to the department in writing; assist in drafting new ordinances pertaining to related codes and laws.
8. Inform contractors, engineers and architects of appropriate professional acceptable standards; assist these professionals to submit drawings of conformity and reliability.

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**Essential Functions:**

9. Provide direction to Permits Technicians pertaining to codes and calculations. Represent the department at meetings with other government agencies ; attend inspection appeal meetings to help decide "code or equal" problems and solutions.
10. Provide code clarification to solve pending problems at job site.

**Marginal Functions:**

1. Assist in coordinating work of the department with other city departments and other public agencies.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods and materials used in the building, electrical or plumbing/mechanical construction of buildings and related structures, depending on area of assignment.  
Basic and advanced mathematical formulae including algebra and geometry.  
Acceptable pertinent safety standards.  
Proper inspection methods.  
Principles of business letter writing and basic report preparation.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.

**Ability to:**

Interpret blueprints and specifications.  
Understand, interpret and write building, electrical, plumbing and mechanical codes and ordinances, depending on assignment, and to convey their meaning to others.  
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.  
Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.  
Respond to requests and inquiries from the general public.  
Plan, organize and prioritize assignments.  
Meet critical deadlines.  
Manage multiple assignments.  
Demonstrate respect and sensitivity for cultural differences.  
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.  
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

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**Ability to:**

Work independently with minimal supervision.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time; and*
- *Operating assigned equipment.*

**Experience and Training Requirements**

**Experience:**

Building: Three years of experience, within the last six years, in reviewing architectural plans used in building construction;

OR

Electrical: Three years of experience, within the last six years, in reviewing electrical plans used in building construction;

OR

Plumbing/Mechanical: Three years of experience, within the last six years, in reviewing plumbing and mechanical plans used in building construction.

**Training:**

Bachelor's degree from an accredited college or university with major in engineering, architecture or a related field. A combination of formal education and directly related work experience may substitute for the degree.

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**License or Certificate**

Possession of at least one of the following certifications from the International Code Council (formerly International Conference of Building Officials) within six months of the date of appointment:

1. Building Plans Examiner;
2. Electrical Plans Examiner;
3. Both Plumbing Plans Examiner and Mechanical Plans Examiner; or
4. Combination Plans Examiner.

Note: Certification(s) must match field(s) of experience, except Combination Plans Examiner certification, which is acceptable for any field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40 lbs.

ARB

REV 12/14/05

FLSA & City: nonexempt

CSB 12/14/05